



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/tlw

31 August 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 119-16(E) -- Delete Acronym GOV and Unify Terminology ICW a Gov't Auto

1. SYNOPSIS: Deletes the acronym GOV as this terminology is undefined in App A1 and replaces it with the term "Gov't Auto". This item also deletes the unused term "Gov't furnished vehicle".
2. These changes are scheduled to appear in the JTR, dated 1 October 2016.
3. This determination is effective when printed in the JTR.
4. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

VELDA A. POTTER

Regulations Lead, Policy & Regulations Branch

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JTR REVISIONS:

Ch 2, TOC

- 2600 TDY & LOCAL TRAVEL**
- A. *****
 - B. *****
 - C. *****
 - D. POC Use Instead of Gov't Auto

2600-A and D

A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
Airplane	\$1.17	1 Jan 2016
*Automobile (If a Gov't Auto is not available)	\$0.54	1 Jan 2016
Motorcycle	\$0.51	1 Jan 2016
<u>Other Mileage Rate</u> . Applies when: *1. A POC is used instead of an available Gov't auto when Gov't auto use is to the Gov't's advantage, 2. *****	\$0.19	1 Jan 2016

B. *****

*D. POC Use Instead of Gov't Auto. See par. 4795 for POC use instead of a Gov't Auto.

Ch 3, TOC

3400 GOV'T AUTO USE ON TDY

3025-A

A. Travel by Gov't Conveyance and/or Common Carrier on Gov't Procured Transportation. Travel time for travel by:

- *1. Gov't conveyance (except Gov't auto), and/or
- 2. Common carrier obtained by Gov't procured transportation

*is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Gov't auto is computed under par. 3025-C.

3225-A and E

A. General. The following transportation modes are presumed to be the most advantageous methods of transportation, in order of precedence:

1. Common Carrier. Travel by common carrier is generally the most advantageous transportation mode and should be selected when reasonably available.

*2. Gov't Auto. When travel must be performed by auto, a Gov't auto is presumed to be the most advantageous transportation mode.

*3. Rental Car. If a Gov't auto is not available and travel must be performed by auto, a rental car should be considered.

*4. Privately Owned Conveyance (POC). A POC is the most advantageous transportation mode only when use of a common carrier, Gov't auto, or rental car has been considered. Personal choice is not the sole consideration.

B. *****

E. Automobile

1. *****

*2. Gov't Auto. A traveler may use a Gov't auto if practical.

*3. Cost Consideration. If cost consideration is used in determining whether a Gov't contract rental or a Gov't auto should be authorized, the overall cost must include administrative costs as well as costs associated with picking up and returning the auto.

4. *****

3400

***3400 GOV'T AUTO USE ON TDY**

A. Requirements

*1. When common carrier transportation use is not to the Gov't's advantage and an auto is required for official travel, a Gov't auto must be used, when available.

*2. Per diem for travel by Gov't auto is computed as for TDY POC travel to the Gov't's advantage.

*3. Travelers are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a Gov't auto or Gov't contract rental vehicle.

B. Exceptions

*1. A POC or special conveyance may be used when a Gov't auto is unavailable or its use would interfere with official business.

*2. If a Gov't auto is not available, a Gov't contract rental or other commercially rented auto may be used.

*C. Personal Preference. Personal preference/minor inconvenience is not a basis for authorizing/approving POC/special conveyance use instead of a Gov't auto.

*D. Limited to Official Purposes. Use of a Gov't auto is limited to official purposes, including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)): *****

Ch 4, TOC

4795 GOV'T AUTO AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T

- A. *****
- B. *****
- C. Gov't Auto Makes the Trip
- D. *****

4440-E4

- *4. **Example 4.** TDY Per Diem & POC TDY Mileage Computation (*Gov't Auto Not Available*)

4705-8

- 8. This Part does not apply to POC use instead of a Gov't auto ([B-183480, 4 September 1975](#)).

4710-C

*C. **POC Use Is *Not* to the Gov't's Advantage.** If a traveler elects to use a POC instead of the authorized transportation mode (other than a Gov't auto), reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and the transportation cost the Gov't would have incurred if travel was performed by the authorized transportation mode. ***No other costs are added to the computation. Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.***

4735-E1

- *1. Commercial accommodations and a Gov't auto are not provided/available between origin and destination points; or.

4775-A2

- *2. Is to the Gov't's advantage when the AO determines that common carrier, Gov't auto, or rental car transportation is not available; or its use is not to the Gov't's advantage.

4795

***4795 GOV'T AUTO IS AVAILABLE AND ITS USE IS ADVANTAGEOUS TO THE GOV'T**

*A. **General.** When a Gov't auto is available and its use is advantageous to the Gov't, but the traveler uses a POC, the traveler is reimbursed at the "Other Mileage Rate" in par. 2600.

*B. **Exception.** If the AO determines that Gov't auto use would be more expensive, due to unusual circumstances, the traveler may be authorized reimbursement NTE the mileage rate for POC use (airplane, auto, or motorcycle as appropriate) in par. 2600. See [FTR §301-10.310](#).

C. **Gov't Auto Makes the Trip.** When a traveler is directed to use a Gov't auto as a passenger or as a driver, with one or more other travelers, but instead uses a POC, mileage reimbursement is not authorized if the Gov't auto made the trip without the traveler.

D. *****

7620-A1a

- a. **General.** When a member is ordered to travel for disciplinary action:

* (1) A Gov't auto should be used, if available; or

* (2) If a Gov't auto is not available, the member must be directed to use Gov't procured transportation;

App A1

***GOVERNMENT AUTO.** An automobile (or light truck, as defined in [41 CFR part 102-34](#) including vans and pickup trucks) that is:

1. Owned by an Agency;
2. Assigned or dispatched to an Agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Gov't for 120 or more days from a commercial firm.

App A2

T4030-H

*H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Gov't/Gov't procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or Gov't auto (other than Gov't/Gov't procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/ approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

T4040-D1b

*b. If travel is in the local area (see par. 2800) around the PDS, a Gov't auto, public transportation paid for by the command, or a POC may be used.

T4040-F2

*2. Gov't auto or special conveyance use is limited to official purposes such as transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):

*3. If a Gov't auto or special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.

The following pages are the same policy preceding this page but showing tracked changes.



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Ch 2, TOC

2600 TDY & LOCAL TRAVEL

- A. *****
- B. *****
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- D. POC Use Instead of [Gov't AutoGOV](#)

2600-A and D

A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

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Motorcycle	\$0.51	1 Jan 2016
<u>Other Mileage Rate</u> . Applies when: *1. A POC is used instead of an available Gov't autofurnished vehicle (if a GOV is available) when Gov't auto furnished vehicle -use is to the Gov't's advantage, 2. *****	\$0.19	1 Jan 2016

B. *****

*D. POC Use Instead of ~~GOV~~Gov't Auto. See par. 4795 for POC use instead of a ~~GOV~~Gov't Auto.

Ch 3, TOC

3400 GOV'T AUTOMOBILE USE ON TDY

3025-A

A. Travel by Gov't Conveyance and/or Common Carrier on Gov't Procured Transportation. Travel time for travel by:

- *1. Gov't conveyance (except Gov't [automobile](#)), and/or
- 2. Common carrier obtained by Gov't procured transportation

*is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Gov't [automobile](#) is computed under par. 3025-C.

3225-A and E

*A. General. The following transportation modes are presumed to be the most advantageous methods of transportation, in order of precedence:

*1. Common Carrier. Travel by common carrier is generally the most advantageous transportation mode and should be selected when reasonably available.

*2. Gov't ~~Furnished~~ Automobile. When travel must be performed by automobile, a Gov't ~~furnished~~ automobile is presumed to be the most advantageous transportation mode.

*3. Rental Car. If a Gov't ~~furnished~~ automobile is not available and travel must be performed by automobile, a rental car should be considered.

*4. Privately Owned Conveyance (POC). A POC ~~should be determined to be~~ the most advantageous transportation mode only when ~~the~~ use of a common carrier, a Gov't ~~furnished~~ automobile, or a rental car ~~have~~ has been considered. Personal choice is not ~~to be~~ the sole consideration.

B. *****

E. Automobile

1. *****

*2. Gov't ~~Furnished~~ Automobile. A traveler may use a Gov't ~~furnished~~ automobile if practical.

*3. Cost Consideration. If cost consideration is used in determining whether a Gov't contract rental or a Gov't ~~furnished~~ automobile should be authorized, the overall cost must include administrative costs as well as costs associated with picking up and returning the automobile.

4. *****

3400

*3400 GOV'T AUTOMOBILE USE ON TDY

A. Requirements

*1. When common carrier transportation use is not to the Gov't's advantage and an automobile is required for official travel, a Gov't ~~furnished~~ automobile must be used, when available.

*2. Per diem for travel by Gov't automobile is computed as for TDY POC travel to the Gov't's advantage.

*3. Travelers are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a Gov't auto or Gov't ~~owned or~~ contract rental vehicle.

B. Exceptions

*1. A POC or special conveyance may be used when a Gov't ~~furnished~~ automobile is unavailable or its use would interfere with official business.

*2. If a Gov't ~~furnished~~ automobile is not available, a Gov't contract rental or other commercially rented automobile may be used.

*C. Personal Preference. Personal preference/minor inconvenience is not a basis for authorizing/approving POC/special conveyance use instead of a Gov't ~~furnished~~ automobile.

*D. Limited to Official Purposes. Use of a Gov't automobile is limited to official purposes, including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)): *****

Ch 4, TOC

4795 GOV'T ~~FURNISHED~~ AUTOMOBILE AVAILABLE AND USE IS ADVANTAGEOUS TO THE GOV'T

- A. *****
- B. *****
- C. Gov't ~~furnished~~ Automobile Makes the Trip
- D. *****

4440-E4

*4. Example 4. TDY Per Diem & POC TDY Mileage Computation (~~GOV Gov't Auto~~ Not Available)

4705-8

*8. This Part does not apply to POC use instead of a Gov't ~~furnished~~ automobile ([B-183480, 4 September 1975](#)).

4710-C

**C. POC Use Is *Not* to the Gov't's Advantage. If a traveler elects to use a POC instead of the authorized transportation mode (other than a Gov't ~~furnished~~ automobile), reimbursement must be limited to the authorized transportation mode constructed cost, which is the sum of per diem and the transportation cost the Gov't would have incurred if travel was performed by the authorized transportation mode. *No other costs are added to the computation. Reimbursable expenses associated with driving a POC (e.g., parking, tolls) and incurred during travel between the PDS and TDY location are not authorized.*

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**1. Commercial accommodations and a Gov't ~~furnished~~ automobile are not provided/available between origin and destination points; or.

4775-A2

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**A. General. When a Gov't ~~furnished~~ automobile is available and its use is advantageous to the Gov't, but the traveler uses a POC, the traveler is reimbursed at the "Other Mileage Rate" in par. 2600.

**B. Exception. If the AO determines that Gov't ~~furnished~~ automobile use would be more expensive, due to unusual circumstances, the traveler may be authorized reimbursement NTE the mileage rate for POC use (airplane, automobile, or motorcycle as appropriate) in par. 2600. See [FTR §301-10.310](#).

*C. Gov't ~~Furnished~~ Automobile Makes the Trip. When a traveler is directed to use a Gov't ~~furnished~~ automobile as a passenger or as a driver, with one or more other travelers, but instead uses a POC, mileage reimbursement is not authorized if the Gov't ~~furnished~~ automobile made the trip without the traveler.

| *D. *****

7620-A1a

a. General. When a member is ordered to travel for disciplinary action:

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| *(2) If a Gov't auto~~GOV~~ is not available, the member must be directed to use Gov't procured transportation;

App A1

| ~~*GOVERNMENT FURNISHED AUTOMOBILE~~. An automobile (or light truck, as defined in [41 CFR part 102-34](#) ~~41 CFR Part 101-38~~ including vans and pickup trucks) that is:

- 1. Owned by an Agency;
- 2. Assigned or dispatched to an Agency on a rental basis from a GSA interagency motor pool; or
- 3. Leased by the Gov't for 120 or more days from a commercial firm.

| ~~GOVERNMENT FURNISHED VEHICLE. A Gov't furnished automobile or a Gov't aircraft.~~

App A2

GOV	Government owned vehicle
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T4030-H

| *H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Gov't/Gov't procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or ~~GOV~~Gov't auto (other than Gov't/Gov't procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/ approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

T4040-D1b

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T4040-F2

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